

Message Text

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15

ACTION DRC-01

INFO OCT-01 EUR-12 ISO-00 L-03 OMB-01 PER-03 SY-05 SCA-01

/027 W

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R 080830Z AUG 75

FM AMCONSUL ISTANBUL

TO SECSTATE WASHDC 6316

INFO AMEMBASSY ANKARA

UNCLAS ISTANBUL 2531

DEPT FOR FADRC

EO 11652: N/A

TAGS: AINF, OGEN

SUBJECT: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

REF: (A) STATE 172353; (B) STATE 179745

AS REQUESTED REFTEL A, FURTHER CLARIFIED WITH REFTEL B, CONGEN
REPORTS FOLLOWING NAME-RETRIEVABLE SYSTEMS OF RECORDS MAIN-
TAINED AT THIS POST ON INDIVIDUALS AS DEFINED IN REFTEL A.

I. ADMINISTRATION:

A. PERSONNEL FILES CONTAIN DOCUMENTS RELATING TO THE ASSIGNMENT,
ISSUANCE OF LOCAL IDENTITY DOCUMENTS, TDY TRAVEL, TRAVEL ORDERS,
ALLOWANCE RECORDS, TRAVEL VOUCHERS, MEDICAL TRAVEL/HOSPITALIZA-
TION AUTHORIZATIONS, PERSONNEL ACTIONS, NOTICES OF ARRIVAL AND
DEPARTURE, INITIAL ORIENTATION AND DEPARTURE ARRANGMENTS FOR
ALL PERSONNEL OF STATE, DEA AND USIS ASSIGNED TO ISTANBUL,
AUTHORIZED BY THE FOREIGN SERVICE ACT OF 1946, AS AMENDED. ACCESS
TO INFORMATION IN THESE FILES IS LIMITED TO THE STAFF OF THE ADMINIS-
TRATIVE OFFICE, THE EMPLOYING AGENCY, AND INDIVIDUAL CONCERNED.
THE FILE IS MAINTAINED IN FILE FOLDERS, INDEXED ALPHABETICALLY BY
NAME, STORED IN BAR LOCK CABINETS UNDER THE CONTROL OF THE
ADMINISTRATIVE STAFF, AND ARE RETAINED FOR THREE YEARS AFTER
EMPLOYEE'S DEPARTURE.

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B. PERFORMANCE EVALUATION REPORTS ON ALL PERSONS WHOSE PERFORMANCE IS RATED OR REVIEWED BY DEPARTMENT OF STATE OFFICERS AUTHORIZED BY FSA 1946, AND CURRENT DEPARTMENT OR AGENCY REGULATIONS, CONTAINING EVALUATION AND REVIEW OF THE EMPLOYEE'S PERFORMANCE AND POTENTIAL. NO DISTRIBUTION IS MADE OUTSIDE THE PERFORMANCE EVALUATION OFFICE OF THE EMPLOYEE'S AGENCY. THE FILE IS MAINTAINED IN FOLDERS, ALPHABETICALLY, LOCKED IN A MOSLER SAFE UNDER DIRECT CONTROL OF THE ADMINISTRATIVE OFFICER; COPY IS DESTROYED ONE YEAR AFTER PERMANENT TRANSFER.

C. TRANSPORTATION RECORDS MAINTAINED IN THE GENERAL SERVICES OFFICES CONTAIN COPIES OF RESIDENCE PERMITS, HOUSEHOLD EFFECTS INVENTORIES, CUSTOMS CLEARANCE DATA, BILLS OF LADING AND RECEIPTS FOR ITEMS BROUGHT INTO TURKEY OR IMPORTED BY STATE, USIS AND DEA PERSONNEL UNDER TURKEY'S VERY STRICT CUSTOMS LAWS. NO DISTRIBUTION OF THESE FILES AS SUCH IS MADE OUTSIDE THE EMPLOYEE'S AGENCY. THEY ARE MAINTAINED IN INDIVIDUAL FILE FOLDERS, BY NAME, UNDER AUTHORITY OF FSA 1946; STORED IN BAR LOCK CABINETS UNDER THE CONTROL OF THE GSO AND ARE DESTROYED THREE YEARS AFTER THE DEPARTURE OF THE EMPLOYEE. SOURCES OF INFORMATION COME FROM TRANSPORTATION COMPANIES AND TURKISH CUSTOMS AUTHORITIES.

D. INVENTORIES OF U.S. GOVERNMENT FURNITURE AND FURNISHINGS ISSUED TO POST PERSONNEL ENTITLED TO USG FURNITURE ARE MAINTAINED BY THE GSO. NO DISTRIBUTION IS MADE OF INFORMATION IN THESE FILES OUTSIDE THE EMPLOYEE'S AGENCY. THEY ARE MAINTAINED IN INDIVIDUAL FOLDERS, BY NAME, UNDER THE AUTHORITY OF FSA 1946 AS AMENDED; STORED IN A BAR LOCK CABINET UNDER CONTROL OF THE GENERAL SERVICES ASSISTANT AND ARE DESTROYED UPON DEPARTURE OF THE EMPLOYEE UNLESS SIGNIFICANT DISCREPANCIES ARE NOTED IN THE INVENTORY AT THE TIME OF THE EMPLOYEE'S DEPARTURE.

E. THE POST SECURITY OFFICER MAINTAINS A FILE OF REQUESTS AND RESULTS OF SECURITY INVESTIGATIONS REQUESTED BY ANOTHER RSO OR BY WASHINGTON. HE ALSO MAINTAINS A FILE OF AMERICAN CITIZENS OR RESIDENTS WHO HAVE WRITTEN CRANK LETTERS OF HAVE MADE VERBAL STATEMENT THREATENING THE LIFE OR SAFETY OF THE PRESIDENT, OTHER HIGH-RANKING GOVERNMENT OFFICIALS, OR PERSONNEL AT POST. SECURITY VIOLATIONS ARE CROSS-REFERENCED BY NAME AND VIOLATION NUMBER AND, THEREFORE, ARE RETRIEVABLE BY NAME. THE RESULTS UNCLASSIFIED

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OF SECURITY INVESTIGATION WOULD CONTAIN INFORMATION ABOUT THE EMPLOYEE'S RELIABILITY TO HANDLE CLASSIFIED INFORMATION; WHILE THE OTHER TWO CATEGORIES OF FILES WOULD CONTAIN ACTUAL DOCUMENTS. SECURITY FILES ARE MAINTAINED UNDER AUTHORITY OF FSA 1946 AND CURRENT SECURITY REGULATIONS AND CANNOT BE DIVULGED TO ANOTHER AGENCY WITHOUT THE APPROVAL OF THE DEPARTMENT OF STATE. THE FILES ARE MAINTAINED IN FILE FOLDERS, INDEXED ALPHABETICALLY, AND ARE STORED IN A MOSLER SAFE UNDER THE STRICT CONTROL OF THE POST

SECURITY OFFICER. SOURCES OF INFORMATION FOR SECURITY INVESTIGATIONS ARE USUALLY COLLEAGUES OF THE EMPLOYEE.

F. THE NCOIC OF THE MARINE SECURITY GUARD DETACHMENT MAINTAINS A MILITARY SERVICE RECORD FOR HIMSELF AND ALL OF THE MARINE GUARDS UNDER HIS COMMAND. THE FILES CONTAIN INFORMATION ON PERSONNEL MATTERS, TRAVEL, TRANSPORTATION, PERFORMANCE, INSPECTION, DISCIPLINARY ACTION, RECOMMENDATIONS FOR PROMOTION, ETC., UNDER APPROPRIATE DEPARTMENT OF DEFENSE REGULATIONS. THE FILE FOLDER IS MAINTAINED IN A COMBINATION SAFE BY THE NCOIC AND INFORMATION CONTAINED THEREIN IS NOT DIVULGED TO ANY OTHER INDIVIDUAL OR AGENCY. THE SERVICE RECORD IS FORWARDED TO THE INDIVIDUAL'S NEXT POST OF ASSIGNMENT UPON PERMANENT TRANSFER FROM ISTANBUL.

II. CONSULAR SECTION:

THE CONSULAR SECTION MAINTAINS ISSUED IMMIGRANT VISA FILES, VISA CENTRALIZED CARD AND CASE FILES (WHICH INCLUDES SOME U.S. CITIZEN VISA SPONSORS AND INTERESTED PARTIES), SPECIAL CONSULAR SERVICES CASE FILES, AND CITIZENSHIP AND PASSPORT CARD AND CASE FILES (INCLUDING REGISTERED U.S. CITIZENS RESIDENT IN ISTANBUL CONSULAR DISTRICT). THESE ARE THE SAME CONSULAR FILES MAINTAINED BY ALL CONSULAR POSTS WORLDWIDE. THE POST MAINTAINS NO CONSULAR FILES UNIQUE TO THIS POST.
MACE

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Draft Date: 08 AUG 1975
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1975ISTANB02531
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Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D750274-0314
From: ISTANBUL
Handling Restrictions: n/a
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